

Q: How can I follow up on a crime?

A: You need to contact the officer that took the report's information. If you are unable to get in contact with the office, please contact your local police department and they will be able to assist you.

Q: Who can get a copy of a crime report?

A: The complainant, the complainant's spouse, or the parent or guardian of a juvenile complainant may obtain a crime report.

Q: Where can one get a copy of the crime report?

A: You must have the CCN number (a six-digit number given at the time the report is taken) and then you may contact Policy Headquarters at 202-727-4357. There is a \$2 fee for crime reports.

Q: How do I make a complaint if I am not satisfied with how the police handled my case?

A: You will need to contact the Office of Citizen Complaint Review at 202-727-3838. You should also voice your concerns at regular Police Service Area (PSA) meetings, contact you local district for its PSA meeting schedules and venue.

Office of Asian & Pacific Islander Affairs
441 4th Street, NW, Suite 805 South
Washington, DC 20001
Phone: (202) 727-3120
Fax: (202) 727-9655
Web Site: www.apia.dc.gov

Office Hours
Monday-Friday 8:30 am to 5:30 pm

IMPORTANT CITY GOVERNMENT PHONE NUMBERS

Mayor's Call Center
(Bilingual support for all kinds of service request and information)
202-727-1000

Metropolitan Police Department
Fire & Emergency Medical Services
Emergency 911
Non Emergency 311

Asian Liaison Unit
202-535-2653

Business Services
202-727-1586

Gang Crimes/narcotics
202-727-4166

Gay and Lesbian Liaison Unit
202-727-5427

Prostitution Unit
202-727-1818

Youth and Preventive Services
202-576-6737

District 1
202-727-4655

District 2
202-282-0070

District 3
202-673-6815

District 4
202-576-6745

District 5
202-727-4510

District 6
202-727-4520

District 7
202-698-1500

Criminal Victim Assistance Program
202-898-0061

How Do I Keep My Business Safe?



*A quick and easy guide
into safety!*



**Mayor's Office on Asian &
Pacific Islander Affairs**

Juvenile Issues



Q: How do I deal with juvenile related crimes and harassment?

A: It is recommended that you share with your local community (neighbors, civic organizations, schools, and police) about what may have happened to you or your business, and ask them to watch out for you. Getting involved with the local community helps you become part of the community and helps the community become part of your business for problem solving. You may not grab or touch the juvenile. Please wait for the police to take action.

Crimes

Q: How can I avoid people from loitering around my business property?

A: You may place signs up stating, “no loitering” and you may ask them to leave if they are loitering. Also you may ask community members for their assistance.

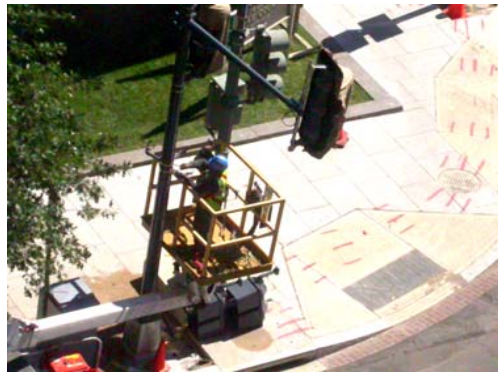


Q: What is the best way to deal with loiters?

A: First, ask them politely to leave, if they refuse you have the right to call the police. Unless there is immediate danger, it is recommended you use 311.

Q: What can I do to prevent people from damaging my property?

A: Getting involved with the local community is a great way to help avoid crime and harassment in your place of business. By supporting the local community, you will make them feel welcome and see you as part of the community. You can also add surveillance cameras to monitor your building from the outside and remember to record and change your tape often.



Q: How can I avoid shoplifting in my store?

A: There are many ways to prevent shoplifting such as: installing surveillance cameras (make sure you have a tape running at all times), post warning sign outside and inside your store (i.e. “shoplifters will be prosecuted”), and greet every customer warmly. For more information, you may contact your local police station or visit <http://crimeprevention.rutgers.edu/crime/shoplifting/tactics.html>.

Q: What should I do and not do to handle shoplifters?

A: Do not attempt to detain, chase or grab a shoplifter. If you observe someone shoplifting, call 911. Get a good description of the shoplifter to give to the police.

Q: Can I request for a police to patrol in my area during specific store hours?

A: Yes, you must fill out a *Special Attention Form* at your local Police Department. They will try their best to patrol your area at the time periods that you request. For more information please contact your local police department.

Q: Can I bar someone from my store because they shoplifted from my store?

A: Yes, you may obtain a barring notice and that individual can be barred from your store. If you plan on obtaining one, you must contact the police. The shoplifter and cops must be present in order for you to bar someone from the store. They will provide you further instructions on how to deal with this case, again, do not grab, chase or prevent them from leaving the store; the police will handle the situation when they arrive. You may contact your local police department for more details.

Reporting a Crime

Q: How do I report a crime?

A: Call 911 if it is an emergency, if it is not an emergency, call 311. While calling 911 or 311, you may request an interpreter speaking your native language. If you can name your language in English it will help the operator process your call more promptly.